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SECURITY INFORMATION

6 November 1953

MEMORANDUM FOR: SR/Admin

SUBJECT: Reclassification of Position
 Slot number 5, Secretary GS-6

1. It is requested that your office take appropriate action to reclassify slot number 5, Secretary-Steno GS-6, to Intelligence Assistant GS-7.

25X1 2. Due to additional functions and requirements placed upon [] and as a result of reorganization of Headquarters Staff and to the addition of two new sections of SR [] the duties of the Secretary to the Chief, [] have changed considerably and increased in volume, responsibility and variety.

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25X1 3. Within the past year, the number of personnel on board has increased considerably and the administrative and operational work load through the Office of the Chief, SR [] has increased proportionally. Some months ago, the [] of [] was established. At that time, the Translator (Steno) GS-7, was removed from the Office of the Chief and placed in the [] which left only one junior assistant in the Office of the Chief, SR []

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25X1 4. On the basis of the attached job description of the duties currently being performed by the Intelligence Assistant in the Office of the Chief, SR [] it is requested that this reclassification be approved as soon as possible.

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APPROVE

Chief, SR []

[]
Executive Officer

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